

# California Commission on the Status of Women

## Speakers Bureau Request Form

Please fill out the form below to request a speaker from CCSW. While there is no speaker fee, organizations may be asked to underwrite travel costs.

Name/Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Location of Event/Meeting, Including room number and zip code: \_\_\_\_\_

\_\_\_\_\_

Number of Attendees Expected: \_\_\_\_\_

Topic to be discussed: \_\_\_\_\_

Length of time to speak: \_\_\_\_\_

Question and Answer period: \_\_\_\_\_ YES \_\_\_\_\_ NO

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Additional Requests or comments: \_\_\_\_\_

\_\_\_\_\_

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Speaker you are requesting if any: \_\_\_\_\_

Date you would like speaker confirmation by: \_\_\_\_\_

Would you like to be added to our listserv? YES \_\_\_\_\_ NO \_\_\_\_\_